



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 323-4138 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
Close to Bus Routes, Light Rail, & Parking Garages*

Office Technician (Typing)

Monthly Salary: \$2598-\$3157

One Position: 24-month Limited Term/Full-Time

Location: Downtown Sacramento

Position Number: 443-300-1139-xxx

Job ID Number: 06-090

Final Filing Date: 6/22/07

General Statement of Duties:

This is the advanced journey level which regularly performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks. Positions at this level regularly require detailed and sensitive public contact and/or independent origination of correspondence involving the knowledge and application of detailed regulations, policies, and procedures. Good judgment and the ability to communicate effectively are of primary importance at this level. Typically, the work at this level is rarely reviewed. In addition, positions may have responsibility for functional guidance in training and assisting less experienced employees.

This position provides direct public customer service, clerical support to analytical and research staff and section management, and prepares correspondence.

Reports directly to the Staff Services Manager II in the Special Projects Section of the Eligibility, Enrollment, and Marketing Division.

Program Information:

SCHIP is the federal State Children's Health Insurance Program and is administered in California as the Healthy Families Program (HFP) by the Managed Risk Medical Insurance Board. The program provides comprehensive health, dental, and vision coverage for qualified children from birth to age 19. In order for children to qualify for the HFP, a family's income cannot exceed 250% of the Federal Poverty Level (FPL), cannot be eligible for the no-cost Medi-Cal Program, and cannot have employer-sponsored health coverage. SCHIP is federally funded at 65% and state-funded at 35%.

The 2007 California HCR Proposal expands access to health care coverage to Californians and uninsured individuals where the MRMIB will administer the programs. The proposal would increase the HFP income requirements to not exceed 300% FPL. Currently, county health care initiative programs (i.e., Healthy Kids), cover children whose families income are up to 300% of the FPL.

Specific duties include, but are not limited to, the following:

Provide effective, direct public customer service to telephone callers and contacts regarding HCR Proposal Assessment. Coordinate and schedule meetings with the county Healthy Kids program representatives, state representatives, administrative vendors, stakeholders and other interested parties. Coordinate travel arrangements for staff. Maintain management contact lists via Microsoft Outlook or other methodology. Log and track program correspondence including performance reports, program policy letters, administrative vendor letters of instruction (LOI's), and federal and State legislation.

Provide clerical assistance to analytical staff and research staff in the areas of logging/tracking workload and correspondence with the county Healthy Kids program representatives, State representatives, administrative vendor, stakeholders, and other interested parties. Provide clerical assistance by printing email attachments, local coverage program surveys, and assessment documents for analytical and research staff. Develop and maintain statistical logs and reports, and project status reports. At the request of analytical and research staff, independently prepare correspondence requiring the application of associated regulations, policies and procedures.

Provide clerical support and assistance to section management in the areas of preparing, formatting, and mailing of correspondence addressed to the county representatives, administrative vendors and stakeholders for the HCR Proposal Assessment.

Essential Qualifications:

- Ability to communicate effectively in writing and verbally; excellent telephone skills.
- Familiarity with Microsoft applications, including Outlook, Word, Excel and Access.
- Good organization skills and attention to detail.
- Ability to maintain confidentiality.
- Must type a minimum of 40 wpm.

Other Expectations:

- Demonstrates a commitment to exceptional performance of duties in a service-oriented manner.
- Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures.
- Demonstrates the ability to work independently as well as a member of a team.

Who May Apply:

Individuals at the Office Technician (Typing) level or who have list or reinstatement eligibility to this classification may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at www.spb.ca.gov), with Job ID No. 06-090 and Position No. 443-300-1139-xxx written in Section 12 of the application, to:

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Julia McLean – Personnel**

Final filing date: June 22, 2007

If you have questions regarding this information, contact Ms. McLean at (916) 323-4138 or via email at jmclean@mrrib.ca.gov.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.